

- Follow instructions carefully
- Provide detail - do not use "see resume"
- Providing your social security number is voluntary. It is used for employment identification purposes. Omission will not prohibit employment consideration.
- If accommodation or assistance is needed in completing this application, contact the employing agency.
- Print or type
- Check for errors before submitting

Position(s) applying for:

Position No.

General Information

Name (Last, First, Middle Initial)		Social Security No.		Work Telephone No.
Mailing Address	City	State	Zip Code	Home Telephone No.
Can you provide proof, if hired, that you are eligible to work in the United States?				G Yes G No
Have you ever been convicted of a crime other than a minor traffic violation?				G Yes G No
If yes, please explain _____ (Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)				
How did you learn about this opening?				

Veteran's Preference

Do you claim Veteran's Preference? G No G Yes - *Must* attach DD-214, Report of Separation

Do you claim Disabled Veteran's Preference? G No G Yes - *Must* attach DD-214, Report of Separation, & a letter less than one year old from the Veteran's Administration indicating disability

Veteran Eligibility: You must be a ND resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See NDCC 37-19.1.

Education and/or Training

Did you graduate from high school or receive a GED Certificate?					G Yes G No	
SCHOOL NAME AND LOCATION (college, business, nursing, vocational, or other)	No. of Credits		Field		Did you graduate?	Diploma or degree earned
	Qtr.	Sem.	Major	Minor		
					G Yes G No	
					G Yes G No	
					G Yes G No	

Other education/training/skills:

Computer skills (hardware & software):

Current professional license/certificate/registration:

Related volunteer experience:

Employment History:

- Start with your current or last job - include armed forces service and self-employment.
- Any change of job title under the same employer should be considered a separate position.
- **ATTACH EXTRA SHEETS** using the same format if you have additional employment history.

May we contact your current employer for a reference? G Yes G No G Not Applicable			
Employer		Telephone No.	Supervisor's Name
Type of Business	Address		
Your Job Title	Dates Employed (indicate months & years) From: To:		Average Hours Worked Per Week
Duties:			
Monthly Salary	Reason for Leaving		

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Type of Business	Address		
Your Job Title	Dates Employed (indicate months & years) From: To:		Average Hours Worked Per Week
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Duties:			
Monthly Salary	Reason for Leaving		

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed.

Applicant's Signature

Date

All information provided is subject to the North Dakota Open Records Law

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.